

District Letterhead

INVITATION-PARENT/GUARDIAN FOCUS GROUP

EVENT The _____ School District invites you to a Parent/Guardian Focus Group to provide information about early intervention and special education programs and services for infants, toddlers, children and youth with disabilities.

WHEN _____ (Day, date)
From _____ to _____ (A.M./P.M. timeframe)

WHERE The Parent/Guardian Focus Group will take place at
_____ (Building name)
_____ (Street address) _____ (City)

CONFIRMATION

Please confirm your attendance and interest in participating by calling _____ (name) at _____ (phone number) by _____ (date).

PURPOSE & PARTICIPATION PREPARATION

Conducting the parent/guardian focus group is one method of the _____ School District's responsibility in monitoring compliance with the Individuals with Disabilities Education Act (IDEA). Your name was selected from a randomized list of parents of students with disabilities enrolled in the school district. The focus group discussion is designed to gain as much information from parents and guardians around key areas of the district's implementation of IDEA. We have enclosed information and questions to be addressed during the focus group. Please review the enclosed information and be prepared to speak openly and frankly about the key areas that are familiar to your particular experience or knowledge.

A moderator will conduct the focus group. Your comments will be recorded for analysis for determining the district's compliance with IDEA as well as the district's strengths and weaknesses in providing special education programs and services.

SPECIAL REQUESTS

Any individual who will need accommodations for a disability in order to participate in the focus group (e.g. interpreting services, assistive listening devices, materials in an alternate format) or translation if English is not your primary language, needs to contact _____ (name) at _____ (phone) by _____ (date/ 2 weeks prior to the meeting). We will attempt to meet requests after this date but cannot guarantee availability of the requests. The meeting site is physically accessible to individuals with disabilities.

We genuinely look forward to meeting you and listening to your responses regarding special education programs and services provided by the school district.

_____(District Director of Special Education)

Enclosure

SAMPLE

INVITATION-PARENT/GUARDIAN FOCUS GROUP

EVENT The [Vunderbar](#) United School District invites you to a Parent/Guardian Focus Group to provide information about early intervention and special education programs and services for infants, toddlers, children and youth with disabilities.

WHEN [Thursday, November 16, 2002](#)
[6:00 P.M. to 9:00 P.M.](#)

WHERE The Parent/Guardian Focus Group will take place at
[Vunderbar United School District Office, Board Room](#)
[2020 Perspective Avenue](#)
[Vunderbar, CA](#)

CONFIRMATION

Please confirm your attendance and interest in participating by calling [Ms. Smith at \(123\) 456-7890 by Thursday November 2, 2002.](#)

PURPOSE & PARTICIPATION PREPARATION

Conducting the parent/guardian focus group is one method of the [Vunderbar](#) School District's responsibility in monitoring compliance with the Individuals with Disabilities Education Act (IDEA). Your name was selected from a randomized list of parents of students with disabilities enrolled in the school district. The focus group discussion is designed to gain as much information from parents and guardians around key areas of the district's implementation of IDEA. We have enclosed information and questions to be addressed during the focus group. Please review the enclosed information and be prepared to speak openly and frankly about the key areas that are familiar to your particular experience or knowledge.

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We genuinely look forward to meeting you and listening to your responses regarding special education programs and services provided by the school district.

[M.A. Jones, Director of Special Education](#)

Enclosure